



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

October 1, 2013

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Academic Recall Appointments

Effective immediately, all academic recall appointments are to be processed using the new Academic Recall Appointment Form. The form has been introduced to standardize the recall appointment process and to better assure compliance with recall policy.

As a reminder, approval authority for recall appointments is as follows:

<u>Type of recall</u>	<u>Recall title</u>	<u>Approval authority</u>
Senate faculty teaching	Professor or Lecturer SOE Recall	Dean
Senate faculty research	Research Professor	AVC Academic Personnel
Lecturer	Non-Senate Recall	Dean
Researcher, Project Scientist	Non-Senate Recall	VC Research
Administrative Chancellor	Varies	Executive Vice

Recall appointments are limited to a maximum of 43% time in total at any given time, or a dollar amount that translates to that equivalent.

The Academic Recall Appointment Form is available in the "Forms" section of the Academic Personnel web-site:

<https://ap.ucsb.edu/forms.and.information/academic.recall.appointment.form.pdf>

Questions may be directed to Karen Moreno at Karen.moreno@ap.ucsb.edu or Viktoriya Filippova at Viktoriya.filippova@ap.ucsb.edu.